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Legislative Audits Division**

**IDAHO BOARD OF PHARMACY
90 DAY FOLLOW-UP**

On September 18, 2009, the Legislative Services Office released an audit report for the Idaho Board of Pharmacy for fiscal year 2008. The Idaho Board of Pharmacy was contacted on February 16, 2010, and this report addresses how it has responded to the two finding and recommendation contained in that report.

FINDING 1

Inspections and monitoring efforts are not completed as required.

We recommended that the Board improve the procedures over the inspection and review process. This includes implementing procedures to ensure that all required inspections for facilities and practitioners are completed, tracked, and reviewed against the complete master list and that forms used for inspections are up-to-date.

AUDIT FOLLOW-UP

The Board has implemented procedures to improve the inspection and review process. The Board continues to have all inspector positions filled. Procedures were implemented to track the submission and review of inspection reports. The Board is pursuing development and implementation of hand-held devices to be used in inspections; currently, forms are manually corrected.

STATUS – CLOSED

FINDING 2

Significant internal control weaknesses exist over the receipting process.

We recommended that the Board improve internal controls over the receipting process by 1) developing a procedure to physically secure receipts during the day; 2) ensuring the date of receipt is adequately documented and supported, 3) documenting the review of all batch amounts with deposit amounts in STARS, 4) ensuring receipts are deposited promptly in accordance with Idaho Code, and 5) reconciling licenses issued to receipts collected.

We also recommended that the Board seek training and assistance from the State Controller's Office on internal control policies and consider contacting other agencies that have similar operations for recommendations and "best practices" that could be incorporated into the Board's policies and procedures.

AUDIT FOLLOW-UP

The Board has implemented procedures to strengthen internal controls over the receipting process. Cash receipts are secured during the day. Mail is date-stamped and documentation for late fees is maintained. In addition, steps were taken to ensure compliance with the Idaho Code deposit requirement. The Board also modified its accounting structure to be able to better reconcile receipts and licenses. Finally, the Board is currently working with the State Controller's Office on internal control policies.

STATUS – CLOSED